



STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 09-R-2208860

REQ. AGENCY : 012154
ALA DEPT OF TRANS COMPUTER SERVICE
AGENCY REQ. NO. : G27-903706
T-NUMBER :
DATE ISSUED : 07/27/09
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1419841
BUYER NAME : JENNIFER LORETZ

FOR: PRINTERS & SCANNERS - (BID)

BUYER PHONE NO. : (334) 242-7370-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 08/13/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 08/14/09 TIME: 2:00 PM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____
RETURN INVITATION TO BID:

US MAIL

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

COURIER

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 7 - COPY REQUIREMENT.

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 04/07/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPERATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURUIG REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY WILL RESULT IN REJECTION OF THE BID RESPONSE
FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

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INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

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AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER
MEETING ALL SPECIFICATIONS.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN
THE BID PRICES. DO NOT INCLUDE FREIGHT AS A SEPARATE LINE ITEM.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED
WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

VENDOR QUALIFICATION:

IF REQUESTED, VENDOR MUST PROVIDE DOCUMENTATION OF BEING AN AUTHORIZED
MANUFACTURER'S REPRESENTATIVE FOR THE PRODUCTS LISTED. FAILURE TO
PROVIDE THIS INFORMATION MAY RESULT IN REJECTION OF BID.

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
<p>UNLESS SPECIFIED OTHERWISE BELOW:</p> <p>SHIP TO: 012154 / 012M01</p> <p>ALA DEPT OF TRANS COMPUTER SERVICE</p> <p>COMPUTER WAREHOUSE</p> <p>2720 GUNTER PARK DR. WEST</p> <p>MONTGOMERY AL 36109</p>					
00001	COMMODITY CODE: 205-47-056816 PRINTER, COLOR LASERJET HP 5550DTN, PART NO. Q3716A NETWORK CAPABLE, 27PPM, AUTO DUPLEXING INCLUDES: PCL 6, POSTSCRIPT 3, PCL 5C EMUL, 288 MB RAM, 533 MHZ PROCESSOR, 2 EIO SLOTS, POWER CORD, 3 PAPER TRAYS, 4 PRINT CARTRIDGES (1 EA BLACK, CYAN, YELLOW, AND MAGENTA), JETDIRECT 620N FAST ETHERNET INTERNAL PRINT SERVER WARRANTY: 3-YEAR NBD ON-SITE (H/P CARE PACK # H5549E) NO EQUAL	1	EA		
00002	COMMODITY CODE: 205-47-056816 PRINTER, LASERJET HP 5200TN, PART NO. Q7545A NETWORK CAPABLE, 35PPM, INCLUDES : PCL 6, POSTSCRIPT 3, PCL 5C EMUL, 64 MB RAM, 460 MHZ PROCESSOR, 1 EIO SLOT, 1 USB SLOT, 1 JDI 10/100 SLOT, AND 1 IEEE-1284 PARALLEL SLOT, POWER CORD, THREE (3) PAPER TRAYS (1 EA 100, 250, 500 SHEET), 1 EA BLACK PRINTER CARTRIDGE, 1 EA JETDIRECT 620N FAST ETHERNET INTERNAL PRINT SERVER, CONTROL PANEL OVERLAY, SOFTWARE AND DOCUMENTATION ON CD WARRANTY: 3-YEAR NBD ONSITE (HP CARE PACK # U3469E) NO EQUAL	6	EA		
00003	COMMODITY CODE: 205-47-056816 PRINTER, LASERJET HP 5200DTN, PART # Q7545A NETWORK CAPABLE, 35PPM, AUTO DUPLEX PRINTING INCLUDES : PCL 6, PCL 5E, POSTSCRIPT 3 EMUL, 128 MB RAM, 460 MHZ PROCESSOR, 1 EIO SLOT, 1 USB SLOT, 1 JDI 10/100	1	EA		
PAGE TOTAL					

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	SLOT, AND 1 IEEE-1284 PARALLEL SLOT, POWER CORD, THREE (3) PAPER TRAYS (1 EA 100, 250, 500 SHEET), 1 EA BLACK PRINTER CARTRIDGE, 1 EA JETDIRECT 620N FAST ETHERNET INTERNAL PRINT SERVER, CONTROL PANEL OVERLAY, SOFTWARE AND DOCUMENTATION ON CD WARRANTY: 3 YEAR NBD ONSITE (HP CARE PACK P/N: U3469E) NO EQUAL				
00004	COMMODITY CODE: 205-41-079076 COLOR SCANNER, FLATBED DOCUMENT HP N8460, PART #: L2690A FEATURES: AUTOMATIC DOCUMENT FEEDER, INCLUDES: SMART DOCUMENT SCAN, SCANSOFT PAPERPORT, IRIS READIRIS PRO OCR, KOFAX VIRTUALRESCAN, EMC ISIS/TWAIN DRIVERS, AND EMC QUICKSCAN PRO DEMO S/W HIGH SPEED USB CABLE, POWER CORD, CD-ROM BASED SETUP AND SUPPORT GUIDE, BUTTON LABELS (TEMPLATES) WARRANTY: 3 YR NBD ONSITE EXCHANGE (HP CARE PACK P/N: U4938E), W/1-800 TELEPHONE SUPPORT AND WWW. TECHNICAL SUPPORT NO EQUAL	2	EA		
00005	COMMODITY CODE: 205-47-056816 PRINTER, LASERJET HP P4015DN, CB526A NETWORK CAPABLE, 52PPM, AUTO DUPLEX PRINTING, INCLUDES : PCL 6, PCL 5E, POSTSCRIPT 3 EMUL, DIRECT PDF V 1.4, 128 MB RAM, 540 MHZ PROCESSOR, 1 HI-SPEED USB 2.0 SLOT, 1 EIO SLOT, 1 EXT AND 2 INT HOST USB 2.0-LIKE PORTS, POWER CORD, 2 PAPER TRAYS, PRINT CARTRIDGE, EMBEDDED 1GB PRINT SERVER, WARRANTY: 1-YEAR RETURN TO HP AUTHORIZED SERVICE CENTER WARRANTY	4	EA		

PAGE TOTAL

PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	NO EQUAL				
00006	COMMODITY CODE: 205-47-056816 PRINTER AND OPTIONS, HEWLETT-PACKARD: HP LASERJET 75-SHEET ENVELOPE FEEDER PART # CB524A FEATURES: 5.5 LB, 13.0 X 9.4 X4.1 INCHES WARRANTY: 1 YEAR RETURN TO AUTHORIZED HP SERVICE CENTER	1	EA		
	NO EQUAL				
00007	COMMODITY CODE: 205-41-079076 SCANNER, COLOR HP N8460, PART # L2690A FEATURES: AUTOMATIC DOCUMENT FEEDER, INCLUDES: SMART DOCUMENT SCAN, SCANSOFT PAPERPORT, IRIS READIRIS PRO OCR, KOFAX VIRTUALRESCAN, EMC ISIS/TWAIN DRIVERS, AND EMC QUICKSCAN PRO DEMO S/W HIGH SPEED USB CABLE, POWER CORD, CD-ROM BASED SETUP AND SUPPORT GUIDE, BUTTON LABELS (TEMPLATES) WARRANTY: 1 YR NBD ONSITE W/1-800 TELEPHONE SUPPORT AND WWW. TECHNICAL SUPPORT	24	EA		
	NO EQUAL				
00008	COMMODITY CODE: 205-47-056816 HP OFFICEJET H470B MOBILE PRINTER PART # CB027A	35	EA		
	NO EQUAL				
00009	COMMODITY CODE: 205-47-056816 HP OFFICEJET 6310 ALL-IN-ONE PRINTER PART # Q8061A	70	EA		
	NO EQUAL				

PAGE TOTAL

BID TOTAL